

DEPARTMENT OF HUMAN RESOURCE MANAGEMENT**ANALYST REPORT FORM****DHRM Analyst Name:** _____**Agency Analyst Name:** _____**Requested Response Due Date:** _____**Grievant(s) Name:** _____**Department/Division:** _____**New Assigned Classification Title & Range:** _____**NOTE:****Can this grievance be resolved without hearing?****Yes [] No []**

Please organize, highlight, make notations, and otherwise assist in making the requested information convenient to review, keeping in mind the possibility of due process beyond Panel review.

1. Was the position in question reviewed because of a Position Management Request (PMR) or as part of a classification study?

_____ Position Management Request...(Attach copy)

_____ Study... Name of Study: _____

Effective Date: _____

Employee Notification Date: _____

2. Please review the attached grievance form and respond, point for point, to the issues raised by the Grievant. Please be specific, and identify additional issues as may be appropriate.
3. If the requested remedy is provided, what will be the likely impact on other positions or issues?

Analyst Report Form – (Enter Grievant Name(s))

Due Date:

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4. What was the pivotal reason for the classification decision?

_____ A. Response to salary survey or other market factors. (Attach documentation)

_____ B. Analysis and classification of job content. (Identify the primary task and % of time allocated to the duty.)

5. Which other classified positions were used for comparative reference? Why?

6. Did the Grievant's agency support the DHRM classification decision for the position in question? YES [] NO []

Does the agency currently support the DHRM classification decision? YES [] NO []
(Please attach available documentation.)

7. Please attach the following specific documentation:

[] A. Classification Analyst Form and other related documentation leading to the classification decision.

[] B. Utah Job Match Position Analysis Form (UJM PAF) and/or Performance Plan and Organizational Chart used in classifying the position.

[] C. Copy of pertinent job descriptions (new, old, comparative).